Ballyfeeney NS Health and Safety Statement

Scramogue

Co Roscommon

F42 WV63

Tel:0719633855

Email:ballyfeeneyns@gmail.com

**Contents**

|  |  |  |
| --- | --- | --- |
| **Section**  | **Content** | **Page Number** |
|  | **PART ONE** |  |
| 1. | Introductory Statement and School Profile | 5 |
| 2. | Safety, Health and Welfare Policy  | 7 |
| 3.  | Management Organisation Chart | 8 |
| 4.  | Breakdown of Health and Safety Responsibilities4.1: The General Duties of the Board of Management as the Employer 4.2: The Employee Safety Representative4.3 General Duties of the Employees4.4 Other School Users4.5 Large Scale Works Contractors  | 9 |
| 5.  | Risk Assessment | 13 |
|  | **PART TWO** |  |
| 6.  | 6.1 Fire Drill and School Evacuation Procedures 6.2 Emergency Contact Procedures 6.3 Serious Accident Prevention and Accident Reporting 6.4 Health Issues: 6.4.1 Enrolment Form 6.4.2 Managing specific health issues6.4.3 Administration of Medication6.4.4 Sickness or injury6.4.5 Infectious Diseases6.4.6 School Hygiene6.4.7 General Cleanliness of school environment6.4.8 Healthy Eating6.5 First Aid  | 14 |
| 7. | Safety and Welfare Issues: Pupils 7.1 Assembly and Dismissal of Pupils7.2 Pupils leaving the school premises during the school day7.3 Supervision of Pupils7.4 Incident / Accident Book7.5 Code of Behaviour and Anti Bullying Policy7.6 Allegations or Suspicions of Child Abuse7.7 School Tours / Outings | 19 |
| 8. | Safety and Welfare Issues: Staff8.1 Garda Clearance8.2 General Advices for employees | 21 |
| 9. | Safety and Welfare Issues: Visitors and Contractors | 22 |
|  | **PART THREE** |  |
| 10.  | Hazards and Risk Assessments  | 23 |
| 11. | Conclusion  | 25 |
|  | **PART 4 – APPENDICES**  |  |
|  |  |  |

1. **Introductory Statement and School Profile**

Ballyfeeney National School is situated on the R371 approximately 2km north of Scramogue. At present there are 108 pupils enrolled in our school.

The school is staffed by four mainstream teachers, three SET, three SNAs (two full day and one Infant Day). In addition, the Board of Management employs one secretary from 9am-12:30pm Monday to Friday and one contract cleaner/caretaker for 2.5 hours daily Monday to Friday.

This Safety Statement has been prepared following the identification of hazards, the assessment of the associated risks and the necessary controls to protect our employees, pupils, contractors and visitors. This document sets out the safety policy of the school and specifies the means to achieve that policy. The successful implementation of the policy requires the full support and active cooperation of all employees, pupils, contractors and visitors to the school. It is important to read the document carefully and understand your own role in the overall arrangements for health and safety in the school. Employees, parents and others are encouraged to put forward suggestions for improvements to the statement. This document should be considered in conjunction with other policies of the Board of Management, including:

* Critical Incident Policy
* Anti bullying policy
* Administration of first aid/medicines policy
* Child Protection Policy

 The Board of Management recognizes and accepts not only its statutory responsibilities but also its obligations as an employer to direct, manage and achieve, in so far as is reasonably possible, the safety, health and welfare of every employee, pupil and visitor alike. The Board of Management believes that each employee accepts his or her legal and moral responsibilities for improving and maintaining safety, health and welfare in the workplace and for behaviour which does not jeopardise the individual’s safety, health and welfare at work or that of others.

The members of the Board of Management of Ballyfeeney National School are as follows:

*Chairperson:* Joe Murphy

*Secretary:* Caitriona McDonnell

*Treasurer:* Sinead Connellan

*Other Board Members:* Fr. Evaristus

Gary Fisher

Rachel Lavin

 Helen English

 Ronnie Duignan

2: Safety, Health & Welfare Policy

In accordance with the Safety, Health and Welfare at Work Act 2005 and associated legislation together with the Health and Safety Authority’s *“Guidelines on Managing Safety, Health and Welfare in Primary Schools”*, the school’s safety policy and health and safety statement has been reviewed by the Board of Management (2019-2020). It is the policy of the Board of Management of Ballyfeeney National School to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all employees, parents, pupils, contractors and visitors to the school. It is recognized that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all employees.

The Board of Management, as employer, undertakes, in so far as is reasonably practicable, to:

* Promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;
* Maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school.
* Manage and conduct school activities so as to ensure the safety, health and welfare of employees
* Prevent improper conduct or behaviour likely to put employees and others safety, health and welfare at risk
* Provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including employees, pupils, contractors and visitors.
* Provide information, instruction, training and supervision where necessary to enable employees, to perform their work safely and effectively.
* Consult with employees on matters related to safety, health and welfare at work

The Board of Management is committed to playing an active role in the implementation of this safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Date:

3. Management Organisation Chart



**4. Breakdown of Health and Safety Responsibilities and Duties**

Under statutory legislation it is management’s responsibility to create an environment in which every individual employee is committed to health and safety improvement. The Board of Management represented by the Health and Safety Representative is ultimately responsible for health and safety within the school. The Principal will be supported in her job by all other management and employees. A teacher will fulfil the role of Health & Safety Representative and will coordinate and review the health and safety programme.

Safety begins at management level and so the overall responsibility for the establishment and maintenance of an effective policy for Safety, Health and Welfare at work rests with the Board of Management of the school. The members of the Board of Management will be supported by management and all other employees within the School. They will meet on a periodic basis throughout the year and Safety, Health and Welfare within the School will be a permanent agenda item in these meetings.

**4.1 The General Duties and Responsibilities of the Board of Management as Employer include the following:**

* Appoint a Health and Safety representative from within the Board of Management.
* Arrange for the appointment of a Health and Safety representative from within the staff.
* Support the principal in her role as the ‘day-to-day manager’ of the school.
* Take a direct interest in health and safety to ensure compliance with all statutory requirements including reviewing and updating the health and safety statement and policy when necessary to do so
* Endeavour to ensure where it is reasonably practical to so that there are sufficient funds and facilities available to enable this health and safety statement to be reasonably implemented
* Support the Health and Safety Representative, principal, vice principal and all employees
* Ensure that the safety rules and procedures are adequately communicated to employees
* Ensure that all equipment in their area of responsibility is properly maintained and suitable for use
* Report serious accidents to the Health and Safety Authority
* Consult with employees and provide them with information in relation to safety, health and welfare
* Require third party contractors who provide services to the school to provide where necessary, an up to date health and safety statement together with a method statement where applicable and copies of their public and employer liability insurance.
* In accordance with legislation the Board of Management commits to providing instruction, training and supervision to its employees in relation to health and safety at work.

**4.2 The Safety Representative on Staff:**

**Under section 25 Safety. Health and Welfare Act, 2005, the Safety Representative on staff has the right to:**

* Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
* Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person
* Receive appropriate training
* Investigate accidents and dangerous occurrences
* Investigate complaints made by employees
* Accompany an inspector carrying out an inspection at the workplace
* Make representations to the employer on matters relating to safety, health and welfare
* Make representations to and receive information from, an inspector
* Consult and liaise with other safety representatives in the same undertaking.

**Responsibilities of the Staff Safety Representative include:**

* Organising fire drills on a regular basis and updating evacuation plan as necessary
* Bringing to the attention of the principal any items of health and safety that need attention
* As far as is reasonably practicable, taking account of any representations made on the subject of health and safety by the employees
* Affording all possible co-operation to inspectors and officials of the relevant bodies with safety and health standards

**4.3 The General Duties and Responsibilities of the Employees**

It is the responsibility of all school employees to cooperate with management in the implementation of the objectives of the Safety, Health and Welfare Statement within their areas of influence. Safety must be seen by all employees as a teamwork strategy. Employees have a specific statutory obligation under Section 13 of the Safety, Health and Welfare at Work Act, 2005, to be responsible for their own safety. They are expected to discharge their work in a safe manner, so as to avoid injury to themselves, other employees or third parties and avoid damage to school equipment and property. Management must make themselves aware of these requirements, lead by example and inform employees of this legal duty. All employees must cooperate fully with all the provisions taken by Ballyfeeney National School in ensuring the safety, health and welfare of all its employees and others. Each employee will immediately report all accidents, dangerous occurrences, unsafe conditions and unsafe acts to the Safety Representative on staff.

**Responsibilities and duties of Employees include as follows:**

* To co-operate with the employer and any other person to such extent as will enable the employer or other person to comply with any of the relevant statutory provisions
* Inform pupils of the safety procedures associated with individual subjects, rooms, yard, pitch, GP hall or tasks.
* Ensure all activities are planned so that they may be carried out safely
* Not to be under the influence of an intoxicant including but not limited to drugs and alcohol to the extent that you endanger your own or the safety of another person.
* To submit to tests for intoxicants including drugs and alcohol as and when required to do so by the Employer.
* Not to engage in improper conduct that will endanger you and fellow employees, pupils, contractors and or third parties
* To attend Health and Safety training and correctly use any equipment at work
* To use any protective clothing and or protective equipment provided
* To report, without delay, any dangerous practices or situations that you are aware of to an appropriate person
* Not to interfere or misuse any safety equipment at your workplace
* If you are suffering from a disease or illness that adds to risks, to advise your employer of same without delay.

**The Board requires employees to do as follows:**

* Each employee must immediately report to the Principal any accident involving the employee solely or the employee and or a pupil and or a third party resulting in injury or loss or any dangerous occurrence that could have resulted in such a loss or injury.
* Each employee must acquaint themselves with the Safety, Health and Welfare Statement and Safety, Health and Welfare Policy, and if they do not understand anything contained therein, the employee must bring the matter to the attention of the Principal or Safety Representative.

**4.4 Other School Users:**

Other school users including but not limited to pupils, parents, volunteers, visiting speakers, sales people, medical personnel and all other visitors must comply with the school safety, health and welfare statement and associated regulations and instructions.

**4.5 Large scale works contractors:**

Contractors must comply with statutory obligations as designated under the Safety, Health and Welfare Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007 and any other relevant legislation such as the Safety, Health and Welfare at Work (Construction) Regulations 2006. In the event that large scale construction on the school premises is envisaged, this statement will be reviewed and updated in accordance with the same.

**5. Risk Assessment**

In compliance with section 19 of the Safety, Health and Welfare at Work Act 2005, the Board of Management as Employer shall carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. A detailed risk assessment of the various areas within the school is included in Appendix 1 of this document. The board of management may delegate the task of completing the risk assessment to the appropriate person for example the individual teacher of each classroom. There is no need to consider every minor hazard or risk that we accept as part of our lives.

**PART TWO**

**6. Emergency Procedures:**

**6.1 Fire-drill and School Evacuation Procedures**

A minimum of three Fire Drills will be carried out during the school year(one per term)

The following are the correct agreed procedures to be adhered to in the event of a fire in the school

IT IS THE DUTY OF ANYONE DISCOVERING A FIRE TO RAISE THE ALARM AT ONCE AND SOUND THE FIRE WARNING SIGNAL.

**On hearing the fire alarm:**

* The Health and Safety staff officer will be responsible for ensuring that the Fire Brigade is called immediately
* Persons in charge of classes will take up their registers and marshal the class in an orderly manner to the assembly point by an exit route away from the fire. Adults in charge should check toilets on their way past.
* Other members of staff will immediately make their way to the assembly point.
* Anyone not with their class or group when the alarm sounds must make their way to the assembly point and join their appropriate class or group. As soon as classes and groups are assembled each teacher and senior member of a group will take a roll call or count and report to the Principal teacher if anyone is missing.
* If any person is found to be missing an immediate check must be made by staff
* No other person must leave the assembly point to recover clothing, bags etc. until permission has been given- in the case of a drill by the Principal teacher- in the case of a fire by the Fire Officer in charge.
* These instructions are not intended to preclude an immediate attack on the fire with the available fire appliances, where this can be done without personal risk.
* The designated assembly points following evacuation are in the school grounds/carpark

***Any employee/pupil/visitor on hearing the fire alarm will leave by the nearest safest exit and gather in the school car park***

 (i)  The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, are available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.

(ii)  The principal and or staff safety officer will ensure that fire drills shall take place at least once per term during the school year.

(iii)  Fire alarms shall be clearly marked. (Responsibility of Staff Safety Officer)

(iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Staff Safety Officer)

(v)  All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building.

(vi)  Assembly areas are designated in the school car park and the locations specified.

(vii) Exit signs shall be clearly marked.

(viii) All electrical equipment shall be left unplugged when unattended for lengthy periods. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher’s responsibility. Cleaner to check when cleaning.

(ix) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

**6.2** E**mergency Contact Procedures**

6.2.1 Parents/Guardians provide contact arrangements upon registering their children in Ballyfeeney NS. These contact details are kept on file on the school computer and teachers can access them via the Aladdin computer programme. A hard copy of this information is stored in the secretary’s office.

6.2.2 Every September the Parents/Guardians are asked to supply contact details in the front of the child’s Dialann by their class teacher.

6.2.3 In case of an emergency the Principal/Deputy Principal will contact the   parents/guardians. If no contact can be made and it is deemed necessary, the Principal/Deputy Principal will accompany the child to the doctor/ hospital.

**6.3 Serious Accident Procedure & Accident Report Form**

All accidents/near misses to persons (employees/pupils/contractor/visitors), however slight, must be recorded on the appropriate accident report form. The Principal will be informed within 24 hours of all accidents and where possible all other accident reporting will be completed before the end of the day on which the accident occurred.

A report must be made to the HSA in respect of the following types of incident:

* An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment
* An accident sustained in the course of a person’s employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident
* An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.
* Critical incidents- see  School Critical Incident Policy

All such notifications of accidents or dangerous occurrences to the Health and Safety Authority will be completed by the Principal on Form IR1or IR3 (www.hsa.ie). Note: An IR1 must be completed if a person is away from their place of work for 3 consecutive days or more after the day of the accident.

**6.3.1 Accidents on the yard/in the hall/ in classrooms:**

The teacher who is supervising should complete the accident report form, detail any actions taken and where necessary determine the underlying causes of the accident and identify the appropriate corrective action to avoid a recurrence. Where necessary, the appropriate accident report form should be forwarded to the insurance broker for the school.

**6.4. Health Issues**

**6.4.1  Enrolment Form**

There is a section on the enrolment form allowing parents to identify any allergies/illnesses of the applicant.

**6.4.2 Managing specific health issues**

Teachers and SNAs are made aware of the health issues in relation to certain pupils during a staff meeting at the beginning of the school year and throughout the year. Staff meetings to discuss issues regarding the general running of the school are held at least once a term and also during Croke Park hours. When classes are moving on at the end of the year the current teacher will inform the new teacher of any specific health issues in the class.

**6.4.3 Administration of Medication – see Policy**

**6.4.4 Sickness or Injury**

Children who become sick or seriously injured during the school day are to be sent home. The secretary or teacher will inform parents/guardians and they will be asked to collect their child.

* Pupils, who for sufficient health reasons and on the written request of a parent, are permitted to remain seated indoors during break times must be seated outside the staffroom. As a general practice in the school, no other children are permitted to be in the school during break time- either in classrooms or in the assembly hall.

**6.4.5 Infectious Diseases**

It is the policy of the Board of Management that all infectious diseases shall be notified and steps taken to ensure the safety of staff and pupils against all such diseases.

The following is an example of some of the notifiable illnesses; Rubella, Chicken Pox, Measles, Ringworm, Swine Flu, Impetigo, Mumps, Scarlet fever, (this list is not exhaustive)

Head lice: If a case of head lice comes to the attention of the teacher a letter on treating head lice will be sent home with all the children in the class.

Coronavirus: See Covid 19 Response Plan

**6.4.6 School Hygiene**

Hygiene is the concern of everyone in our school. Good hygiene is essential for the health and welfare of all in the school. The staff, teachers and ancillary staff are requested to be vigilant in this regard. Teachers are asked to train their pupils in good hygiene practices.

Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste

Coronavirus: See Covid 19 Response Plan

**6.4.7 General cleanliness of school environment**

The caretaker is generally responsible for the general cleanliness of the school environment. As part of our involvement in The Green Flag Project children are encouraged to keep our school clean and tidy and to be watchful for litter. Teachers should help to keep their classrooms/ sink areas free of general litter and encourage their classes to do the same.

Teachers/staff are encouraged to clean up after themselves in the staff room at break times.

Refuse bins are to be emptied every second day and before school holidays/breaks by the school caretaker.

In relation to Covid 19: See Cleaning Plan

**6.4.8 Healthy Eating**

Ballyfeeney NS has a Healthy Eating policy which is also included in the school’s information booklet. Healthy eating is part of the S.P.H.E. curriculum (see school S.P.H.E. plan)

**6.5. First Aid**

***6.5.1***The whole staff has received training in First Aid. Further training will be organised during the course of this year (2020) as part of our ‘Croke Park’ hours.

The teacher/SNA on yard duty is responsible for the treatment of cuts, bumps or bruises received by pupils during playtime.

See Supervision rota and timetable for staggered breaks 2020(due to Covid 19)

Parents will be notified if a child bangs his/her head during the school day.

The classroom teacher is responsible for the treatment of minor injuries during the rest of the school day. Disposable gloves are provided for the persons treating cuts, grazes etc. They should always be used and thrown away after each use. The sink in the kitchen area should not be used to treat cuts.

* A First Aid box is kept in the GP Hall. Smaller green first aid kits are kept in the kitchen. These kits may also be brought out on school trips. The teachers who take responsibility for sporting activities outside of school also have larger First Aid kits
* The First Aid kits include the following

Various sized plasters and non adhesive dressings, steri-strips/paper stitches, gauze, surgical tape, moist sterile wipes, instant ice packs, (frozen ice packs and covers are kept in the freezer), disposable gloves, antiseptic lotion and cream and antihistamine spray for stings/bites

The health and safety representative and secretary will ensure adequate supplies are available.

* A teacher/SNA on duty is to accompany the child into the hall and to treat the injury.
* If any teacher/staff member is in doubt about the seriousness of the injury or how to treat it they should seek advice from the Principal/Deputy principal and/or contact the parents.

**7. Safety and Welfare Issues: Pupils**

**7.1 Assembly and Dismissal of Pupils**

* Ballyfeeney NS opens for school business at 9:20 am and in accordance with Rule 124(4) teachers will be present to exercise the required supervision etc. over their classes at that time.
* The insurance company has advised us that no responsibility can be accepted for pupils who arrive before 9.20am or children who are still on the school grounds after 3:00p.m.
* On arrival, parents have been asked to walk your child to the school gate and meet their child at the school gate on departure. They have been asked to remind their child to come back to their class teacher immediately if they have not been collected so the class teacher can contact parents.

See Covid 19 Response Plan for arrangements during pandemic

**7.2 Pupils leaving the school premises during the school day e.g. dentist or doctor appointment**

* The parent/guardian must inform the secretary who will then inform the child’s teacher or the class teacher. The Parents/guardians must collect the child from school in person. Otherwise a written note in the child’s dialann or verbal notification to the child’s class teacher or Principal is required before the child may leave the school with another person.

**7.3 Supervision of Pupils**

* Under Rule 123(4) and Circular 16/73 of the Department of Education our Principal Teacher is responsible for the discipline of the school generally, the control of other members of staff including the coordination and effective supervision of their work, the organisation of the school and other matters relating to the work of the school. In carrying out these duties, the Principal is required to organise supervision of the order and general behaviour of the pupils during school hours. In particular he/she should organise and participate in the effective supervision of the pupils during breaks, lunch periods assembly and dismissal.
* A table of names and times of supervision duties for yard time is on display in the staff room and a copy is given to every teacher undertaking yard supervision duties.
* The Deputy Principal is required to assist the Principal in the day to day organisation and supervision of the school and has also the following duties and will also take up duty on a day whereby a teacher scheduled to be on duty may be absent. However all staff have been requested to make arrangements to swap yard duty if they have a planned absence e.g EPV Days.

**7.4 Incident / Accident book**

* In the event of a serious incident or accident the teacher in charge or on duty at the time the accident occurs will record the incident in an accident/incident report form which is stored in the secretary’s office in a Folder.

**7.5 Code of Behaviour and Anti Bullying Policy:**

Refer to school’s policy for dealing with behaviour which causes a risk to others and the risk assessment in the appendices.

**7.6 Allegations or Suspicions of Child Abuse**

The school’s Child Safeguarding Statement, in line with Child Protection Guidelines, must be followed in the case of an allegation or suspicion of child abuse. Mrs Fidelma Owens is the Designated Liaison Person. The Principal is the Deputy Designated Liaison Person. Every teacher is given a copy of the school’s Child Safeguarding Statement.

**7.6 School tours / Outings:**

Teachers must have written permission from parents/guardians when taking the class on a trip or school tour. The level of supervision for school tours will be the same as for other school activities, in and out of school. Adequate supervision should be arranged by the teacher/teachers involved.

Parents assisting with supervision must be garda vetted. The health and safety aspects or risks involved in any trip should be considered carefully and planned for.

8. **Safety and Welfare Issues: Staff**

8.1  Garda clearance

Garda vetting is mandatory for all people employed by the Board of Management and for visiting teachers.

8.2  Employees work in a reasonably comfortable and safe environment. If they feel improvements are required they should bring this to the attention of the Principal

8.3  The caretaker is provided with appropriate safety gear and the onus is on he/she to maintain this equipment and ensure its proper use.

8.4  Safety procedures are to be followed by cleaners and include but are not limited to:

* Be mindful of vacuum cleaner leads trailing on the floor/ corridors while there is movement of pupils/staff in the building
* When cleaning/mopping floors safety/ hazard signs are to be used.
* Cleaning materials should be locked away out of children’s reach.

8.5 Electrical appliances, machinery and kitchen equipment should only be used by a competent person. Before using any appliances, the user should check that:

* All safety guards which are a normal part of the appliance are fitted and are in working order
* Power supply cables/leads are intact and free of cuts and abrasions
* Suitable undamaged fused plug-tops are used and fitted with the correct fuse.
* Photocopiers/laminators: Staff should be careful when using any of the above as injury may occur from moving parts and hot elements inside protective covers.

**9. Safety and Welfare Issues: Visitors, Contractors**

The Board has a responsibility to ensure, so far as is reasonably practicable, the safety of visitors and contractors while at the school. To that end the following procedures and controls will be put in place.

* Provide an information notice instructing all visitors to report to the Principal.
* The intercom at the school building entrance will be used to admit members of the public.
* On entering the school all visitors will make their way to the principal's office/classroom
* All visitors will be accompanied by a member of staff at all times. The following additional conditions will apply to contractors.
* Contractors will not be allowed to work on site unless they have provided documentary evidence that they have adequate employers and public liability cover.
* Contractors will not be allowed to work on site unless they have furnished the Chairman with their own Safety Statement. They will also furnish copies of Safe Pass Certificates for all staff intending to work on site.
* Contractors must not commence work on site until relevant safety inductions have been completed and safety procedures are read, understood and accepted.
* They will work outside school hours where possible. When this is not possible they must maintain strict control around their area of operation ensuring teacher and pupil safety.

**PART 3**

**10. Hazards, Risk Assessments and Controls**

In compliance with section 19 of the Safety, Health and Welfare at Work Act 2005, the Board of Management as Employer shall carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them.

* Safety Inspections/Risk Assessments will be carried out by the Chairman and or the Safety Officer on the Board of Management and or the Staff Safety Representative and or Principal on a regular basis.
* All identified hazards and risks will be recorded on the Hazard Identification /Risk Assessment document & Control Sheets. They will include an assessment of the risk, and the controls proposed to eliminate or reduce the risk.
* All accidents/incidents will be recorded. This historical data will be used to identify accident / incident trends. They can then be used to identify hazards.

**Risk Assessment:**

The assessment of a risk of a hazard is the measure of the likelihood of an accident occurring coupled with the severity of the injury or loss. The hazards identified in the Safety Audit have had the risk assessed and are graded as follows:

|  |  |
| --- | --- |
| GRADE OF RISK | CHARACTERISTICS. |
| High Risk (H) | Possibility of a single fatality or serious injury or of minor injury to a number of people. Possibility of significant material loss. Hazards which are assigned a high risk are to be dealt on a priority basis. |
| Medium Risk ( M ) | Possibility of minor injury to a small number of people. Risk of some material loss. The possibility of fatality' or serious injury or significant material loss is unlikely although conceivable. Control could be accommodated by normal maintenance activities. |
| Low Risk ( L ) | The possibility' of injury or material loss is unlikely, although conceivable. |

***A detailed risk assessment of the various areas within the school is included in the appendices.***

**Equipment and Materials**

Ladders and any other equipment associated with school maintenance are stored in a safe area, not accessible to children. Children are not allowed to enter the store rooms.

**11. Conclusion:**

The Board of Management will undertake a review of this health and safety statement every two years or when required to do so if earlier. All staff will be made aware of the statement at the outset of their employment and at the beginning of each school year. Any amendments or changes to the content of the statement will be communicated to staff. Information will also be disseminated on the school notice board and in the staff room. The Safety Statement has been based on conditions existing in the premises of the school at the time of writing. The Board of Management is committed to playing an active role in the implementation of this safety, health and welfare statement and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Chairperson

The Board of Management

Ballyfeeney National School